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Defender Services Division

December 12, 2004

MEMORANDUM TO ALL CLERKS, UNITED STATES DISTRICT COURTS


SUBJECT: Criminal Justice Act Seminars and Workshops (**ACTION REQUESTED**)

Following are the dates and locations of three "Winning Strategies 2004" seminars, the Trial Advocacy and Sentencing Advocacy Workshops, and the Immigration Crimes Seminar for Criminal Justice Act (CJA) panel attorneys, to be presented by the Administrative Office of the U.S. Courts, Defender Services Division Training Branch.

March 11-13, 2004	San Antonio, Texas	"Sentencing Advocacy Workshop"
April 22-24, 2004	Santa Fe, New Mexico	"Winning Strategies 2004"
May 20-22, 2004	Boston, Massachusetts	"Winning Strategies 2004"
June 24-26, 2004	Williamsburg, Virginia	"Trial Advocacy Workshop"
July 29-31, 2004	Memphis, Tennessee	"Winning Strategies 2004"
August 26-28, 2004	San Diego, California	"Immigration Crimes Seminar"

We ask that you notify members of your district's CJA panel about the seminars as soon as possible. We are sending the same information to ALL Federal Public and Community Defenders, each district's CJA panel attorney representative, and CJA resource counsel. You may want to coordinate the dissemination of applications with them.

Attached is a flyer, including an application form, that you may photocopy and provide to the panel. Tuition and program materials will be free. After applications are received in the Defender Services Division, details (including the draft schedule and hotel information) will be provided to the applicants who are accepted for each program. The Defender Services Division Training Branch is responsible for the development and coordination of these seminars. If you need further information, please contact the Defender Services Division Training Branch at (800) 788-9908.


Theodore J. Lidz

Attachment

cc: Circuit Executives (w/attachment)
District Court Executives (w/attachment)

SENTENCING ADVOCACY WORKSHOP
MARCH 11-13, 2004
SAN ANTONIO, TEXAS

The Sentencing Advocacy Workshop focuses on an often neglected, yet extremely important area of practice. Since approximately 97% of federal criminal cases proceed to the sentencing phase, and the recently enacted Feeney Amendment has made downward departures even more challenging to obtain, participation in the Sentencing Advocacy Workshop should not be missed. The program presents a comprehensive approach to sentencing advocacy. Participants will learn a process for the development of a persuasive, fact-based sentencing theory, and the advocacy skills necessary to advance that theory in writing and during sentencing hearings. Presentations on topics such as using mitigation specialists, storytelling, persuasive writing, and using courtroom technology, will be supplemented by small group workshops. In the workshops, participants will use a case of their own to apply the skills taught in the presentations.

★Enrollment for this program is limited to 64 panel attorneys certified to accept Criminal Justice Act appointments in federal court. Early registration is encouraged.★

If you have questions, please contact the attorney responsible for this program, Andrea Taylor:
Andrea.Taylor@ao.uscourts.gov.

WINNING STRATEGIES SERIES
SANTA FE, NM, APRIL 22-24, 2004
BOSTON, MA, MAY 20-22, 2004
MEMPHIS, TN, JULY 29-31, 2004

The Winning Strategies seminars this year will address various areas of federal criminal practice, spinning off the theme of defending statements cases. Emphasis will be placed on maximizing the number of break-out sessions, to give participants a choice of topics and smaller classes. Sessions will push seasoned CJA practitioners with fresh ideas. Newer CJA practitioners will find sessions to give them the information they need to build an effective federal practice. Topics addressed will include: fifth amendment case law and suppression motions; statements issues in multiple defendant cases; the role culture can play in a client confessing; using a mental health expert and advance mental health issues at trial and sentencing; evidentiary issues in cross-examination; case law surrounding affirmative defenses; defending gun and immigration cases; the chemistry and law around methamphetamine cases; handling presentence interviews; recent Guideline amendments; Supreme Court update.

Please contact the attorney responsible for this program, Suzanne Lachelier, if you have any questions: [Suzanne M Lachelier@ao.uscourts.gov](mailto:Suzanne.M.Lachelier@ao.uscourts.gov).

TRIAL ADVOCACY WORKSHOP
JUNE 24-26, 2004
WILLIAMSBURG, VIRGINIA

The Trial Advocacy Workshop focuses on the use of courtroom technology to advance the persuasiveness of witness examination and argument skills. Participants will enhance their cross examination, direct examination, and closing argument skills by applying courtroom technology, such as Trial Director and Power Point. Since many federal courtrooms are now “wired” with the latest computer technology, and this technology has proven to be persuasive and effective, participation in the Trial Advocacy Workshop will be particularly timely. Presentations and demonstrations on the following topics will be supplemented by small group workshops: brainstorming; developing theories and themes; evidentiary issues associated with using technology; using Power Point and Trial Director in the courtroom; cross and direct examinations; closing argument. In the workshops, participants will apply the skills presented in the plenary sessions to the facts of the mock case with which they will be provided. Each participant will practice cross examination, direct examination, and closing argument using the Trial Director and Power Point technology.

★Enrollment for this program is limited to 64 panel attorneys certified to accept Criminal Justice Act appointments in federal court. Early registration is encouraged.★

Please contact the Attorney Advisor responsible for this program, Andrea Taylor, if you have any questions: Andrea_Taylor@ao.uscourts.gov

IMMIGRATION CRIMES SEMINAR
AUGUST 26-28, 2004
SAN DIEGO, CA

Thanks to the strong attendance at this seminar in 2003, we are bringing it back for 2004. Not all sessions will be the same though, so repeat attendance is welcome. The seminar is intended to be a comprehensive training on effective advocacy in the defense of clients charged with immigration offenses. As in 2003, participants will be divided into break-out groups, according to their level of experience with these types of cases; participants will choose which case type they want to learn about. The seminar will cover detailed aspects of motions, trial and sentencing in illegal re-entry cases, alien smuggling cases, and documents cases, as well as the immigration consequences of criminal convictions.

Please contact the attorney responsible for this program, Suzanne Lachelier, if you have any questions: Suzanne_M_Lachelier@ao.uscourts.gov.

APPLICATION FORM

Enrollment in these Criminal Justice Act (CJA) seminars and workshops is limited to panel attorneys who accept court appointments to federal criminal cases. Tuition and program materials will be provided free of charge. **However, attendees will bear all expenses for their travel, hotel accommodations, meals and other incidentals.** If there are too many applicants to a particular CJA seminar/workshop, those who have attended the same CJA seminar/workshop sponsored by the Administrative Office of the U.S. Courts within the past two years will be placed on a wait list; priority will be given to other eligible applicants. Applications must be received at least 60 days prior to the date of the requested seminar/workshop. Accepted applicants will be sent written notification of acceptance to seminars/workshops, including program agenda, hotel and travel information.

(NOTE: DO NOT MAKE AIRLINE RESERVATIONS BEFORE RECEIVING A SEMINAR/WORKSHOP ACCEPTANCE LETTER)

To apply, check the program you wish to attend, and complete the following form. Fax or mail it to the Defender Services Division Training Branch, Administrative Office of the U.S. Courts, One Columbus Circle, N.E., Washington, D.C. 20544. The facsimile number is (202) 502-2911. For further information, call (800) 788-9908.

I wish to attend the following seminar/workshop (check box):

“WINNING STRATEGIES” REGIONAL SEMINARS:

☐ Santa Fe, NM
April 22-24, 2004

☐ Boston, MA
May 20-22, 2004

☐ Memphis, TN
July 29-31, 2004

IMMIGRATION SEMINAR:

☐ San Diego, CA - August 26-28, 2004

WORKSHOPS:

☐ SENTENCING ADVOCACY WORKSHOP - San Antonio, TX - March 11-13, 2004

☐ TRIAL ADVOCACY WORKSHOP - Williamsburg, VA - June 24-26, 2004

(Please Print or Type)

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____ State Bar Number: _____

District(s) in which you practice: _____

Number of years as CJA attorney: _____ Number of CJA cases in past 5 years: _____

Number of state criminal jury trials in past 5 years: _____

Number of federal criminal jury trials and federal evidentiary hearings in past 5 years: _____

APPLICATION FOR CLE CREDIT WILL BE MADE BEFORE EACH PROGRAM